

# Telework: Is It For You?

**Telework is defined as work performed away from the principal office under circumstances that reduce or eliminate the employee's commute. Teleworkers typically work at home or at a telework center one or more days a week.**



## Telework Benefits

*Telework makes good sense for both employees and employers. It:*

- Improves recruitment and retention
- Advances quality of worklife
- Reduces facility costs
- Enhances productivity
- Reduces absenteeism
- Optimizes use of technology
- Decreases traffic congestion
- Improves the environment
- Accommodates people with disabilities

*Telework has become a quality of life issue. Studies show that teleworkers help reduce traffic congestion, are more productive, are happier, and are spending more time with their families.*

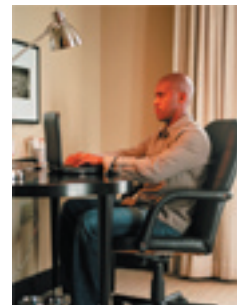
# Establishing a Telework Program

Effective March 17, 2006, the Federal Management Regulation (FMR) Bulletin 2006-B3 establishes guidelines for implementing and operating alternative work arrangements (AWA).

To view the complete FMR Bulletin 2006-B3, please visit:  
<http://www.gsa.gov/fmrbulletin>

## Some Key Practices for Establishing a Successful Telework Program Include:

- Organizing a telework advisory group that may include employees, managers, union representatives, and technical staff
- Developing telework guidelines and principles
- Assessing the impact that Telework has on workplace issues
- Developing a plan to address the equipment needs of your organization's telework program
- Preparing a written telework agreement for employees and managers
- Regularly reevaluating and modifying the program, when necessary, to meet changing circumstances



## Telework Laws

Public Law 106-346, Section 359, requires that each Executive agency establish a policy under which eligible employees of the agency may telework to the maximum extent possible without diminished employee performance.

Public Law 105-277, Title IV, Section 630, requires that certain Executive agencies reserve a minimum of \$50,000 annually for employees' use of telework centers.

See <http://www.telework.gov/twlaws.asp> for more information about these and other telework laws.

## Telework Policy & Information Resources

**Want to stay up-to-date on new developments in telework? Sign up for free newsletters and updates at the following websites:**

**U.S. Office of Personnel Management and U.S. General Services Administration** – Provide information regarding Federal human resource laws, guidelines and individual agency policies/materials/information about telework:  
<http://www.telework.gov>

**WorldatWork** – Provides information regarding teleworking issues, practices, programs, and events:  
<http://www.workingfromanywhere.org>

**Telework Exchange** – Focuses on demonstrating the value of Federal telework initiatives, serves the emerging education and communications requirements of the Federal teleworker community, and measures Federal agencies' progress on telework requirements:  
<http://www.teleworkexchange.com>



Smarter Solutions



U.S. General Services Administration

# ARE YOU READY? telework

## Teleworker Comments

*"(Teleworking)...enhances my ability to more effectively blend work & family life by significantly reducing my commute time."*

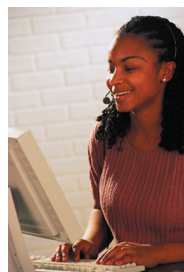
– Department of Transportation

*"I prefer the telework center to my home because the hardware and software are better at the center."*

– Department of Agriculture

*"In my line of work, being in touch with my customers is essential. But with today's technologies such as e-mail, remote access, phone, and fax, there is very little I cannot accomplish while teleworking."*

– General Services Administration



## Telework Contacts

### Telework Policy

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### Telework Operations

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### Telework Centers

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*"Teleworking has been a terrific opportunity for me...I save time and money working closer to home and my concentration on work tasks has greatly improved."*

– Federal Highway Administration

**U.S. General Services Administration**  
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Revised September 2006

*The  
teleworkforce  
is NOW.*